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1962

Memorandum

RE COURSES LEADING TO (1) THE INTERIM HIGH SCHOOL ASSISTANT'S CERTIFICATE, TYPE B
(2) THE INTERIM HIGH SCHOOL ASSISTANT'S CERTIFICATE, TYPE A
(3) THE INTERIM INTERMEDIATE HOME ECONOMICS CERTIFICATE
(4) THE INTERIM VOCATIONAL CERTIFICATE, TYPE B, IN COMMERCIAL SUBJECTS

The following announcement is made in order to provide information with regard to the professional training of secondary school teachers.

1. THE REGULAR COURSES

(a) The regular courses (September to May) at the Ontario College of Education, Toronto, will be continued and will provide instruction and practice teaching leading to the Interim High School Assistant's Certificate, Type B; the Interim High School Assistant's Certificate, Type A; and supplementary certificates in certain subjects.

(b) The conditions of admission and the specific requirements for the respective courses are stated in the Calendar of the Ontario College of Education.

2. INITIAL SUMMER COURSE

(a) (i) A special eight-week summer course leading to a Temporary Secondary School Certificate will be offered in 1962 at each of Toronto (Ontario College of Education), Kingston (Ellis Hall, Queen's University) and London (G. A. Wheable Collegiate-Vocational Institute).

(ii) The same type of course, including practice teaching, will be given at all three centres.

(iii) Each course will begin on July 3 (9.00 a.m.) and will end on August 24.

(iv) It is expected that applicants resident in the Counties of Durham and Northumberland, Hastings, Peterborough, Renfrew, and counties east of these will attend the course at Kingston, and that those resident in the Counties of Grey, Wellington, Waterloo, Brant, Norfolk, and counties southwest of these will attend the course at London. Applicants from elsewhere in Ontario will be expected to attend the course at Toronto.

(v) An applicant for enrolment must submit:

a birth certificate;

a certificate, if not a Canadian citizen, from a competent authority that he is a British subject, or a Declaration of Intention to become a Canadian citizen;

a certificate from a clergyman or other appropriate authority that he is of good moral character;

a transcript in duplicate showing details of the undergraduate course and proof of the degree with standing to be approved by the Minister of Education as to admission requirements and content of the undergraduate course;

a Preliminary Medical Report signed by a qualified physician on a form obtainable by the applicant from the Registrar of his University, the Ontario College of Education, or the Registrar, Department of Education.

(vi) Each applicant will be required before or during the course to pass a physical examination conducted by a medical examiner appointed for the purpose.

(vii) The conditions of admission to the Initial Course will be as stated in the Calendar for 1962-63 of the Ontario College of Education for admission to the regular winter course.

(viii) All applications for admission to the Initial Course at Toronto, Kingston, or London must be made to the Registrar, Ontario College of Education, 371 Bloor Street West, Toronto, not later than June 20, on a form which will be mailed to the applicant when the Letter of Permission and a copy of the contract have been received at the College.

(b) (i) Each applicant for admission to the Initial Course must also submit evidence that he has accepted a contract offered by a School Board for the school year 1962-63 for a position which has been advertised after April 1 in a newspaper having a provincial circulation and for which no application has been received from a teacher who is qualified under the Regulations.

(ii) In the case of an applicant under contract to teach in an Ontario private school, evidence must be submitted that he will teach at least one subject in Grade 11 or Grade 12 and that the school will apply to the Department of Education for inspection in these grades in 1962-63.

(c) In each Initial Course a candidate will be required to study School Management and Law and an appropriate pattern of three secondary school subjects chosen from the following: English, History, Geography, Latin, French, Mathematics, and Science. Commercial Subjects or Home Economics or Physical Education may be chosen as a supplementary subject and substituted for *one* of the three subjects of the seven aforementioned on condition that an applicant for Commercial Subjects has qualified, or passed a test in commercial skills or subjects, an applicant for Home Economics has taken the subject in her university course, an applicant for Physical Education has a degree in the subject *or* has been employed to teach at least 8 periods per week in the subject.

3. COMPLETING SUMMER COURSE

(a) A special course of seven weeks, consisting of History and Philosophy of Education, Educational Psychology, and further study in the same three secondary school subjects chosen for the Initial Course, will be given in the summer of 1962 at each of Toronto (Harbord Collegiate Institute), Kingston (Sir John A. Macdonald Hall, Queen's University), and London (London South Collegiate Institute). This course will be available to candidates who have completed successfully the eight-week summer course of 1961, have taught satisfactorily during the complete school year 1961-62, and have been recommended by the Principal and the Secondary School Inspector concerned. On the successful completion of this course, the candidate may be granted an Interim High School Assistant's Certificate, Type B. The Completing Course will begin on July 3 (2.00 p.m.) and end on August 17.

(b) Subject to the conditions stated in (a), candidates who in 1962 complete successfully the Initial Course will take a Completing Course to be offered at the same centres in 1963 in order that the requirements for an Interim High School Assistant's Certificate, Type B, may be fulfilled.

4. REGULAR SUMMER COURSE

(a) A course of eight weeks, consisting of School Management and Law and an appropriate pattern of three secondary school subjects chosen from the following: English, History, Geography, Latin, French, Mathematics, and Science, beginning on July 4, 1962 (9.00 a.m.) and ending on August 24, will be offered at Toronto only to candidates who have fulfilled the requirements for admission to the High School Assistant's course, Type B, and

(i) who hold Ontario Elementary-School Teachers' (or First Class) Certificates, or

(ii) who hold Ontario Vocational Certificates, or

(iii) who have had equivalent training elsewhere.

These teachers will be exempted from attendance at a regular session of the Ontario College of Education, but shall attend the Regular eight-week Summer Course for a High School Assistant's Certificate, Type B.

(b) This course will include practice teaching.

(c) Application must be made to the Registrar, Ontario College of Education, by May 15.

5. TYPE A SEMINARS

(a) A special summer course of six weeks, beginning on July 4, 1962 (10.30 a.m.) and ending on August 10, will be offered at Toronto only to provide the opportunity for teachers who hold a Permanent High School Assistant's Certificate or an Interim High School Assistant's Certificate, Type B, and who possess the necessary academic qualifications, to obtain an Interim High School Assistant's Certificate, Type A.

(b) Professional courses leading to the Type A Certificate in one of the following special fields of scholarship will be offered:

Classics
English
English and French
English and German
English and Latin
English and Spanish
English and History
French and German
French and Spanish
Geography
History
Latin and French
Latin and Greek
Mathematics
Mathematics and Physics
Science
Physics and Chemistry
Physics and Biology
Chemistry and Biology
Home Economics
Physical Education

(c) Applicants must be considered competent in their special fields of scholarship and teaching by the secondary school inspector concerned on the occasion of his regular visit. If it should prove necessary, an equitable limitation of the enrolment may be made. Preference will be given to teachers holding the Permanent High School Assistant's Certificate.

(d) Applications for enrolment must be made to the Deputy Minister of Education by April 15. Blank application forms for these *Type A Seminars* may be obtained from either the Registrar, Ontario College of Education, or the Deputy Minister.

6. HOME ECONOMICS SUMMER COURSE

(a) A special course leading to the Interim Intermediate Home Economics Certificate will be offered in 1962 at Toronto only.

(b) This six-week course will begin on July 4 (10.30 a.m.) and end on August 10.

(c) Applicants must hold a Permanent High School Assistant's Certificate or an Interim High School Assistant's Certificate, Type B.

(d) Admission to this course is restricted to teachers who submit evidence of graduation with a standing not lower than 60% in the Home Economics of the final year of a University course approved by the Minister of Education in which Home Economics has been a regular subject of study.

(e) Application must be made to the Registrar, Ontario College of Education, by June 1.

7. SPECIAL SUMMER COURSE FOR VOCATIONAL TEACHERS OF COMMERCIAL SUBJECTS

As a temporary measure, if there are sufficient applicants, a first Special Summer Course of five weeks will be offered at Toronto in 1962 leading, after a second summer course, to a Vocational Certificate valid for teaching certain skills of the Commercial Subjects in any secondary school. To this course may be admitted applicants

(a) who hold acceptable certificates, diplomas, or degrees as (i) Chartered Accountants in Ontario, (ii) Certified Public Accountants in Ontario, (iii) Certified General Accountants in Ontario, (iv) graduates of the 3-year course in Secretarial Science of an Ontario Institute of Technology, (v) graduates of 3-year post-secondary school commercial courses of the United Kingdom, or (vi) graduates of accredited universities who wish to qualify in certain skills or subjects only of the Commercial Subjects;

and

(b) who have passed the Ontario College of Education tests in the skills which they will teach (Ref. Memorandum 1961-62: 33, Training of Commercial Teachers, dated Jan. 18, 1962);

and

(c) who have obtained positions to teach the commercial skills or subjects for which there were no other applicants holding qualifications as commercial teachers or eligible to enrol in the Initial Summer Course with Commercial Subjects as an option;

and

(d) who provide the following documents—

a birth certificate;

a certificate, if not a Canadian citizen, from a competent authority that he is a British subject, or a Declaration of Intention to become a Canadian citizen;

a certificate from a clergyman or other appropriate authority that he is of good moral character;

a transcript in duplicate showing details of courses taken and proof of certificate, diploma or degree with standing approved by the Minister of Education;

a Preliminary Medical Report signed by a qualified physician on a form obtainable from the Ontario College of Education.

Each applicant will be required before or during the course to pass a physical examination conducted by a medical examiner appointed for the purpose.

Applicants who are accepted for this Special Vocational-Commercial Summer Course in specified commercial skills or subjects, who complete a second summer course in 1963, and who teach successfully will be granted an Interim Vocational Certificate, Type B, in Commercial Subjects, and may proceed to obtain a Permanent Vocational Certificate. This first course will not be repeated unless the acute shortage of commercial teachers continues.

Approval of commercial skills or subjects may be obtained from the Registrar, Ontario College of Education, during February and March in order that advertisements of positions may be answered after April 1.

Each applicant must submit evidence of employment with a Secondary School Board for the school year 1962-63 on a Statement of Applicant form available at the Ontario College of Education. The Special Summer Course will begin on July 3 (1.00 p.m.) and end on August 3. Applications must be made to the Registrar, Ontario College of Education, not later than June 20.

John P Robarts

Minister of Education

TORONTO, January 25, 1962.